

Community Development Block Grant (“CDBG”) Disaster Program Application Checklist

The following is a summary of information and documents required by ADFA’s CDBG Disaster Program Policies and Procedures Manual. This is not a complete list of documents or information that must be submitted, as applicants must submit all documents and information required under the other ADFA-administered program from which funds and/or tax credits are requested. Some of the following information and documents may duplicate information and documents required by the other ADFA-administered program. Upon review of the CDBG Disaster Program application, ADFA may require clarifying information and documents or additional information and documents.

CDBG Disaster Program funds are requested by completing a 2010 Multi-Family Housing Application, specifying the CDBG Disaster amount requested as a Source on page 16 of the Application, and attaching all required information and documents, beginning with Tab #52. An index should be provided referencing all documents and information identified below. The Application must otherwise be completed with all information and documents required by the other ADFA-administered program from which funds and/or tax credits are requested. The 2010 Multi-Family Housing Application is available on the ADFA website, www.state.ar.us/adfa

1. Documentation from the Federal Emergency Management Agency (“FEMA”) and/or the Arkansas Department of Emergency Management (“ADEM”) documenting damage to residential buildings resulting from one of the specified disasters.
2. Affidavit of Applicant certifying each of the representations stated under “A,” or certifying each of the representations stated under “B.”

A

- a. Applicant had an ownership interest in the development at the time of the disaster (specify disaster by FEMA number and date);
- b. 1. Applicant has not received any funds from FEMA, the Army Corps of Engineers, insurance proceeds, or any other source, as a result of the specified disaster

OR

- 2 Applicant has received the following amount of funds from FEMA, the Army Corps of Engineers, insurance proceeds, or other source, as a result of the specified disaster:

FEMA:	\$ _____
Army Corps of Engineers	\$ _____
Insurance Proceeds	\$ _____
Other sources (specify all sources)	\$ _____

If Applicant has received funds as a result of the specified disaster, attach documentation from each source reflecting the amount, date and all damage assessments on which the amount is based. The above funds were used to _____.

- c. Activities for which CDBG Disaster funding is requested from ADFA are not reimbursable by or for which funds are made available by FEMA, the Army Corps of Engineers, insurance proceeds, or other funding sources as a result of the specified disaster (regardless of whether reimbursement was sought)
- d. All activities for which CDBG Disaster funds are requested are necessary expenses related to disaster relief, long-term recovery, restoration (if all criteria met for eligibility), or new construction of housing needed as a result of the specified disaster.

B

- a. Applicant did not have an ownership interest in the development at the time of the disaster (specify disaster by FEMA number and date); Applicant obtained an ownership interest/obtained site control in the development on _____. (specify form of site control).
- b 1. Applicant has not received any funds from FEMA, the Army Corps of Engineers, insurance proceeds, or any other source, as a result of the specified disaster

OR

- 2. Applicant has received the following amount of funds from FEMA, the Army Corps of Engineers, insurance proceeds, or other source, as a result of the specified disaster:

FEMA:	\$ _____
Army Corps of Engineers	\$ _____
Insurance Proceeds	\$ _____
Other sources (specify all sources)	\$ _____

If Applicant has received funds as a result of the specified disaster, attach documentation from each source reflecting the amount, date and all damage assessments on which the amount is based. The above funds were used to _____.

- c. Activities for which CDBG Disaster funding is requested from ADFA are not reimbursable by or for which funds are made available by FEMA, the Army Corps of Engineers, insurance proceeds, or other funding sources as a result of the specified disaster (regardless of whether reimbursement was sought)

- e. Applicant has no knowledge of any funds being made available to any person or entity on behalf of the development by FEMA, the Army Corps of Engineers, insurance proceeds, or other funding sources as a result of the specified disaster
 - f. All activities for which CDBG Disaster funds are requested are necessary expenses related to disaster relief, long-term recovery, restoration (if all criteria met for eligibility), or new construction of housing needed as a result of the specified disaster.
3. Narrative, and all supporting attachments, evidencing
 - a clear connection between the planned activities and the community need resulting from the specified disaster
 - if the development for which CDBG disaster funds are requested incurred direct damage from the specified disaster, then the narrative must include: the specific areas and structures to be assisted with the CDBG disaster funds and the rationale for rehabilitating, demolishing and/or reconstructing the housing
4. Current Certificate of good standing from the Arkansas Secretary of State, for all incorporated (profit and not-for-profit), limited partnership and limited liability company applicants.
5. Current Certificate of good standing from all agencies with regulatory authority over housing provided by Applicant such as Department of Housing and Urban Development (“HUD”) or Department of Agriculture – Rural Housing Service (“RD”).
6. Letter of support from the chief elected official of the applicable local jurisdiction where housing is to be developed or assisted.
7. Identification of the address and ownership of all single-family and multi-family housing if the affected structure(s) are to be rehabilitated or reconstructed.
8. Identity, location and capacity of all persons who will be participating in CDBG-funded activities
9. Firm financial commitment letters from all other funding sources
10. Reasonable and realistic time line for implementation of all eligible activities, progress on all eligible activities, and successful completion of all activities included in the application (evidenced ability to commence construction or rehabilitation within 120

days, including but not necessarily limited to evidence of building permit issuance, will be favorably considered)

11. Market study, or if applicant is a public housing authority, conclusive evidence of waiting lists of eligible tenants or other information demonstrating the demand for such units and the public housing authority's capacity to rent the units to be assisted with CDBG Disaster funds.
12. Current contractor's license issued by the Arkansas Contractor's Licensing Board
13. Certification by architect and applicant that the plans and specifications incorporate all ADFA Minimum Design Standards and Universal Design Standards Requirements set forth in Section III.T. of ADFA's CDBG Disaster Program Policies and Procedures Manual and that the development will be constructed/rehabilitated in accordance with such requirements.